January, 1957

	Pop.	Hrs. open	Branches	Circulation (1956)	Cir. per cap.	Municipal approp.	Total Income	Inc. per cap.	Approp. for Books	Spent for Salaries	Salary of Libn.	First Ass't.	Ref. Libn.	Cataloger	Circ. Libn.	Child Librarian	Branch Librarians	Other Assistants	Pt. time hourly H. S. & College Grads., students etc.
Wayland	9,000	46½	1	49,881	5.5	$12,619.45	$18,962.33	$2.10	$3,000.00	$7,606.36	$4,160	$ -	$ -	$ -	-	-	$1.30 hr.	$ .75	?
Concord	10,889	69	1	109,544	10.0	26,144.00	26,412.00	2.43	5,112.00	21,300.00	(3,700-4,900)	(3,000-3,750)	(2,400-3,150)	(2400-3150)	Ref. Libn.	(2400-3150)	(2400-3150)	(2000-2750)	.75 - 1.25
Framingham	31,589	69	3	294,799	9.3	101,214.29	104,442.81	3.31	18,139.66	67,873.20	5,785	-	3,675	4120	3261	3850	4400 - 4250	2625(2), 3130 3675,3575,3375,3225(3),3175,3075	HS grad. 1.20-1.49(3), Col. Grad. 1.20-1.49(4)
Lexington	22,256	69	1	255,046	11.4	58,860.00	64,120.01	2.88	13,601.47	35,140.49	5,200	3,681	-	3036	3188	3338	3036	3488,3250,2288(2), 2184	.72- .93 (10), 1.75
Natick	26,213	60	-	199,993	7.6	45,145.98	69,954.61	2.66	6,283.27	33,584.12	4,500	-	3,700	Ref. Libn.	3500	3800	-	3800,3700(2)	1.30
Needham	21,560	63	1	231,229	10.7	51,779.30	54,851.00	2.54	9,490.36	31,132.54	4,700	3,550	3,450	3700	-	3650	2650	3000, 2250(2)	.98, 1.28
Wellesley	21,759	69	2	260,891	11.9	75,387.53	76,487.53	3.51	11,822.65	48,126.44	5,616	4,389	-	3799	3027	4057	3799 (2)	3544,3478,3155(2), 42 wk.	1.10 (10)
Weston	6,257	60	-	81,135	12.9	27,775.00	29,964.00	4.78	4,735.00	16908.00	4,400	3.500	-	1st Asst.	2850	3550	-	3075	1.00,1.15,1.45

Individual salaries 1956 figures; other statistics 1955

Report of the Library

The year 1957 brought continued increase in the use of the library, which meant that fewer people were working harder, due to the small staff.

This year lights were installed in the ceiling over the charging desk. This improved the over-all lighting of a large area of the library as well as the desk itself. The unsafe wooden floor in the Shaw Room was torn out and concrete was poured to bring the floor up to the level of the rest of the basement. It is planned to lay asphalt tile in this room and the basement corridor. During the summer the parking lot was paved and the sidewalks were replaced by blacktop.

Since the Historical Society had acquired the Heard House for its headquarters and made it ready for occupancy, it moved from its former quarters in the Shaw Room. Also, the Office of Civil Defense has moved to new quarters in the Village Building. It is hoped that the room formerly occupied by them can be made into a library work room.

In February the 4-H Horse Club put its large collection of books about horses on deposit in the main library, in order that it might be used by all young people interested in horses. The collections is very popular and greatly appreciated by a large number of horse lovers. A prize-wiining exhibit by the club also appeared at the library.

The League of Women Voters provided a collection of pamphlets for United Nations Week as well as presenting three books on the United Nations to the library

During the year there have been several exhibits of work by art pupils at the High School. We also were fortunate to have an exhibit of minerals prepared by Donald Goddard. Again the Garden Club provided weekly flower arrangements during the season and Beautiful Christmas decorations.

Many gifts of books, records and magazines were received during the year.

Statistics

Wayland

Circulation	1956	1957
Adult	20,978	22,886
Juvenile	11,394	14,496
Total	32,372	37,382
New Borrowers	290	401
Additions	1,204	1,104
(1030 purchase, 74 gifts)		

Cochituate

Circulation	1956	1957
Adult	7,303	9,211
Juvenile	10,206	10,510
	17,509	19,721
	265	236
Additions	660	556
(512 purchase, 37 gifts)		

		Circulation	Increase	Registration	Increase
1953	July	1,384	117	7	
	August	1,513	219	22	4
	September	1,999	173	25	8
	October	2,139	593	70	57
	November	2,473	537	84	53
	December	1,962	174	45	38
1954	January	2,096	354	26	-3
	February (1/4 mo.)	598		6 (1/4 mo.)	
	March	2,530	595	17	3
	April	1,773	231	16	8
	May	1,941	340	27	17
	June	2,158	698	31	22

Report 1950 Branch 5400

Number of bound volumes in library 29,977

Number of bound volumes added in 1950..... 512

Adult - 343
Juv. - 169

Circulation, including periodicals;.....21,738
Main - 17,286
Branch 4,452

Circulation-Total number of Adult non-fiction.....5,100
Main - 4694
Branch 406

Circulation-Total number of Juv. circulation..... 5,689
Main - 4613
Branch 1076

Total number of registered borrowers 839
Does not include Branch new reg.

Classroom deposit-None
Stations "

Days per year 253

Staff working hours per week

Regular Hours -Total number per week.....57
Main 38½
Branch 18½ Add Page-7hrs. 7
64

Schedule Main- 5 days a week - 3 evenings
Branch 4 days part time.

Summer schedule 1950- Same as above

(1950 to Report - 1951) Copy

Copy

DB June 23-

WAYLAND FREE PUBLIC LIBRARY

Report for the year 1950

The year has been an interesting one for the Wayland Library with the staff at the main branch now consisting of Mrs. John Busser as librarian; Mrs. Frank Bentley, assistant librarian; Mrs. Fred Wheeler, substitute; and Shirley Bentley, page.

At the annual town meeting in March, Mrs. Charles T. Morgan and Mr. J. Sidney Stone were re-elected as trustees, the other trustees being Mrs. Robert M. Morgan, Mr. Hugh F. Colliton, Jr., Mr. George G. Bogren and Mr. Arthur H. Dudley.

There has been considerable interest during the year in the sign outside of the library informing the public that Wayland had the first public library in Massachusetts and the second in the United States. For the benefit of the newer residents we would inform them that this library was established in the year 1848. Many groups of tourists have stopped and visited the library as a result of this sign, the farthest being from Texas while another group was from Montana.

Under the chairmanship of Mr. Francis E. Devlin, the Friends of the Wayland Library have had an active year with a number of interesting evening programs available to its members. The Friends also sponsored the showing of educational films which were held on alternate Saturday mornings and attracted approximately 100 children. These programs were so successful that they will be repeated this year during the months of January, February and March.

During the Children's Book Week, Mr. and Mrs. Cronin of Boston were again our guests. The story hour which is held for

the fourth graders of the Center and Cochituate Schools has become traditional and as usual the children were charmed with the stories which Mr. and Mrs. Cronin told. The Book Week also exhibited a wonderful display of book covers and posters made by the pupils of the Center School under the direction of their art instructor, Miss Peaslee.

During the year we have had attractive exhibits of articles lent by Mr. and Mrs. Donald Neelon.

Another exhibit which attracted considerable attention was that of the handiwork done by the town's 4-H Club.

The Garden Club under the direction of Mrs. Charles S. Potter has supplied flowers twice a week during the summer as well as Christmas decorations. The arrangements of these flowers have been beautifully done and are much appreciated by the library's patrons.

Another activity was that of instructing the Girl Scouts in bookbinding.

As usual we have had classes from the primary schools visit the library under the supervision of their teachers. The children were made acquainted with what services the library has to offer and were given bookmarks and registration cards.

The circulation in the town has been very satisfactory in comparison with other libraries throughout the country. While there is reason to believe that television has had some effect upon circulation, it has not become a serious competitor in this community. The increase in registration has been very gratifying and for the first eight months of the year averaged nine a month and during the last four months it has averaged 22 new members a month.

We have used the Massachusetts Division of Public Libraries as a source of inter-loan material as well as the libraries in Weston, Somerville, Waltham and Brookline.

On December 1, Mrs. Katherine Damon resigned as assistant at the Cochituate Library. Her temporary appointment as assistant followed Mrs. Gertrude Bishop's retirement in 1949 and the trustees are deeply appreciative of the service which Mrs. Damon has rendered so faithfully. Mrs. James D. Abbott of Medfield has been appointed branch librarian. Her training has been such that she will devote a considerable portion of her time in working with the children of Cochituate and will encourage the library habit among them. Following an analysis which was made by the Massachusetts Division of Public Libraries, a complete overhauling is being made of the Cochituate branch. The quarters are being renovated and a number of soiled and damaged books have been withdrawn. These are to be replaced with new books and it is the hope of the trustees that these changes will encourage the people of Cochituate to more actively make use of the branch's facilities. It is also hoped that more people from Cochituate will use the facilities of the main library.

Circulation Statistics

Wayland	1949	1950	Cochituate	1949	To Dec. 1950
Adult fiction	7918	7691	(estimate	5049	2970
Adult non-fiction	4509	4694	until Dec. 31)	458	406
Juvenile	4347	4613	"	1451	1076
Loans to Cochituate	207	288		----	----
	16981	17286		6958	4452

New Registrations---147

[illegible] Public Libraries [illegible] the libraries in [illegible].

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[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

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The relations between the library patrons, trustees and staff are indeed pleasant. It is hoped that the benefits of the library services may be increased to reach the many new residents of Wayland and Cochituate.

Respectfully submitted,

Doris Busser

Librarian

WAYLAND FREE PUBLIC LIBRARY

Report for the year 1950

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Doris Busser

Librarian

Stiatical report for Main and Branch librarys 1951

Members of the library board; Mr.J.Sidney Stone,Mrs Charles T Morgan,
Mrs. Robert M Morgan,Mr.Hugh F.Colliton.
Mr.George Bogren ,Mr.Arthur Dudley.

Library staff; Librarian,Branch librarian,Substitute,Page.

Number of days open ~~each~~- during year..... 253

Hours open each week 38½

Number of volumes in library.....
Main
Branch

Number of bound volumes added in 1951.....
Main
Branch

Circulation,including periodicals .....
Main
Branch

Total number of Adult non-fiction circulated.....
Main
Branch

Total number of registered borrowers.....
Main
Branch

Total number of 1951 registrations;;;.....
Main
Branch

/ These [illegible]

ADDED information
Circulation
Adult fiction
" non-fiction
Juvenile
Loans toCcoch
Total at Wayland

Books added 1951 531
No. of vols. at beginning of year
.....29,977
Added by gift..... 58
" " purchase.....531
Withdrawn.(discard)..... [illegible]
" [illegible]
Total vols Jan. 1 1952 30,3[illegible]

Wayland circ. 1950 17,286 in 1951 circ Increase 1951
Coch " " 4452 " "
21,738

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ADDED Records
Circulation
Adult fiction
" non-fiction
Juvenile
Loans toCcoch
Total at Wayland

Added books.
Number of vol. at beginning of year
---------- 29,977
Added by gift .....
" " purchase
Withdrawn .....
Total vols.'52

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Coch " " ---------4452

21,738

in 1951
" "

Increase 1951
in circ.
way
coch.

WAYLAND FREE PUBLIC LIBRARY

Books added Book record Half-year 1951

Month	Adult-fiction	A-non-fiction	J-fiction	j-non-fiction	Gifts	Purchased
Feb	20	11	0	8	0	39
Mar	18	12	1	4	15	20
Apr	34	12	12	15	11	62
May	26	26	7	23	11	71
Jun	16	21	4	3	5	39

Purchased	231
Gifts	52
Entered	283

Books withdrawn
Adult 23
Juvenile-14
Total 37

Number of volumes in library on Jan 1 1951 -- -- 29,950

Number added by June 30 1951 283
Number withdrawn 37

Total number of books in library June 30 1951 30,196

COCHITUATE -RECORD HALF-YEAR

Month	Books added	Purchased	Gifts
Dec. 1950	63	43	20
Jan 1951	2	2	0
Feb	38	27	11
Mar	54	27	27
Apr	13	12	1
May	7	6	1
Jun	6	3	3

Purchased	120
Gifts	63
Entered	183
	682

The Commonwealth of Massachusetts
Department of Education
Division of Public Libraries
200 Newbury Street, Boston 16

May 31, 1951

Mrs. Robert Morgan
Wayland, Massachusetts

Dear Mrs. Morgan:

At the recent meeting of trustees held in the Weston Public Library, I talked with either Mrs. Charles Morgan or with you concerning the use of publicity leaflets distributed from libraries to make citizens of the community more aware of the library's services and activities. If I have not addressed this letter to the proper person, would you be so kind as to turn it over to her for me?

Enclosed are a group of publicity leaflets prepared for libraries in small and medium sized communities. May I ask that you return these leaflets to us when you have no further use for them.

Sincerely yours,

Genevieve B. Galick

Genevieve B. Galick
(Mrs. George J. Galick)
Library Adviser

Returned June 30.

G:1
leaflets - 10

Salary
Comparative statistics

[1950?]

Town	Population 1950	Hours open	Branch	Circulation	Circ. per cap.	Municipal appropriation	Total Income	Income per cap.	Spent for books	Salaries
Westwood	5,838	24	1	42,667	7.3	6178.00	6178	1.06	1900	3124.25
Canton	7,438	42	-	64,287	8.6	11,939.98	11,939.98	1.60	1813.49	5000
Holden	5,970	18	1	30,828	5.1	5,850.	6,098.49	1.02	1037.35	2094
Sharon	4,832	24	-	28,457	5.8	6,401.66	6,691.66	1.38	1113.47	3514.25
Wayland	4,393	38 1/2	1	23,939	5.4	6,447.54	7,643.04	1.74	1246.44	2600.
Weston	4,904	41	-	45,973	9.4	18,235.00	19,896.29	4.06	4196.90	1194.38
Walpole	8,800			99,250		19,500				13,280.
Lincoln										
Medfield										
Needham										
Cohasset										
Sherburn										
East Bridgewater										

On this distribution of salary money, much goes for part time clerical help paid by the hour. As exact figures are probably not kept, perhaps you can make an estimate.

Salary of Librarian per year	First Assistant	Reference Librarian	Cataloger	Circulation Librarian	Children's Librarian	Branch or Station Custodian	Per hour rates
200**						$1 per hr.	$1.00 per hr. assistant .85 per hr. clerical
2500							1300
1050	750					250	
2280					870		.85 per hour
2000						713.96	.70 per hour
3200	2400						1.00 per hour

Inventory Record 1951

	Adult fiction	Adult non-f	Juv fiction	Juv. non-f.	Purchased	Gifts	Entered
Jan	0	0	0	0	0	0	0
Feb	20	11	0	8	39	0	39
Mar	18	12	1	4	35	15	50
Apr	34	12	12	15	73	11	84
May	26	26	7	23	82	11	93
June	16	21	4	3	44	5	49
July	23	12	19	0	54	0	54
Aug	41	13	22	3	59	0	59
Sep	24	6	0	0	32	0	32
Oct	22	12	11	7	52	6	58
Nov	34	22	16	13	85	0	85
Dec	17	0	0	24	39	0	39
Totals	257	155	92	90	594	48	642
Entered		1					
Withdrawn		2					

No. of bound vols. Jan 1951

" " " " " 1952

1M-12-51-905941

DEPARTMENT OF EDUCATION

DIVISION OF PUBLIC LIBRARIES

copy

The Board of Library Commissioners requests answers to the following inquiries relating to your library. The information secured is used in the report to the Legislature, and in compiling complete library statistics for the State. **All answers should give information for the year 1951, unless otherwise specified. (Keep one copy of this blank for your files.)**

Name of library: Wayland Free Public Library

City or town: Wayland Mass. P. O. address (if R.F.D.)

Names of trustees. Chairman: Mr. J.Sidney Stone; Mrs. Charles Morgan; Mr.Arthur Dudley Mr. Hugh F.Colliton,Jr. ; Mrs. Robert Morgan; Mr. George Bogren

Number of bound volumes: 36,597 Added 1951: 770 Adult: 548 Juvenile: 222

Circulation 1951 (including periodicals): Main Library: 18641 Branches: 11,417 Total: 30,058

Total number of vols. of adult non-fiction circulated: 6,349 Total number of registered borrowers: 1570

Total number of vols. of juvenile books circulated: 10,180

Number of branches: 1 Classroom deposits: 0 Stations: 0

A branch is an auxiliary library with separate quarters, a permanent basic collection of books, a permanent staff, and a regular schedule.

A station is a place from which books are distributed but at which there is no permanent collection or library staff. (A.L.A. definition)

Does the library operate bookmobile(s) for circulation of books? NO

Does the library have a duplicate pay or rental collection? No

Does the library have a lending collection of records: No; films: No?

Underline audio-visual equipment available in the library: moving picture projector, slide projector, radio, record player, micro-film reader, ceiling project, other: NONE

Regular library hours: Total number per week: Main-38½ Branch 18: Schedule—days and hours: Mon.- Wed.- Fri. (10-1;2-6;7-8:30) Sat. (10-1;2-5) Summer schedule—days and hours: 4 days -- 32½ hours

Number of staff working hours per week: Main- 46 hours - Branch 18 hours

Vacation period allowed: 2 weeks Sick leave allowed: No

Is time (with pay) given to staff members taking professional courses? No

Has the city or town a contributory retirement system which includes librarians? County

Has the library a pay-plan establishing standards, qualifications, minimum and maximum salaries, and step increases for various positions? Answer yes or no: No

Gifts or bequests received in 1951 (with name of donor): None

Library sites given or purchased in 1951: None

New building(s) erected or old building(s) remodeled in 1951: No

Does the library have plans:

For new buildings? Yes.; Plans for new quarters for the Cochituate Branch now being considered.

For additions? In 1952 new room was finished in Main Lib. basement for book storage & shelf room.

For remodeling?

STAFF	NAME	SALARY (Basic)	Bonus	SALARY RANGE Minimum	Maximum
Librarian	Mrs John (Doris) Busser	2,280			
First Assistant	~~Mrs. Frank (Enid) Bentley~~				
Reference Librarian					
Cataloger					
Children's Librarian					
Circulation Librarian					
Young People's Librarian					
School Librarian					
Branch Libraries:					
Cochituate	Mrs. Rita Abbott ~~Mrs. Daniel (Eleanor) Harmon~~	850.20			

Other full-time assistants.
(Use additional sheet if necessary)

In main library					
In branches					
Janitor(s)	I.Riscato	340.50 257.50			

Part-time assistants:

	NUMBER	HOURLY SALARY PAID
High school graduates	~~Mrs. E Harmon at~~	
College graduates	Mrs. Frank (Enid) Bentley	.90 @ hour

FINANCIAL STATEMENT (for 1951 if possible; if not, your last fiscal year).

INCOME		EXPENDITURES	
City or town appropriation (Including dog tax)	$ 6,999.76	Books and periodicals (total)	$ 1323.20
		Binding	88.49
		Salaries and services (Not including janitor)	3,711.40
Interest from endowment funds		Rent	600.00
From other sources		All other expenses	
Total	$	Total	$

Signed..... Librarian

		Circulation	Increase	Registration	Increase
1953	July	1384	117	7	
	Aug	1513	219	22	4
	Sep.	1999	173	25	8
	Oct.	2139	593	70	57
	Nov.	2473	537	84	53
	Dec.	1962	174	45	38
1954	Jan.	2096	354	26	-3
	Feb-(1/4 mo.)	598		6 (1/4 mo.)	
	Mar	2530	595	17	3
	Apr	1773	231	16	8
	May	1941	340	27	17
	June	2158	698	31	22

		Circulation	Increase	Registration	Increase
1953	July	1,384	117	7	
	August	1,513	219	22	4
	September	1,999	173	25	8
	October	2,139	593	70	57
	November	2,473	537	84	53
	December	1,962	174	45	38
1954	January	2,096	354	26	-3
	February (1/4 mo.)	598		6 (1/4 mo.)	
	March	2,530	595	17	3
	April	1,773	231	16	8
	May	1,941	340	27	17
	June	2,158	698	31	22

Operations	Income	Expenditure	Surplus
1963 Cost	4,460	437	7
Maintenance	3,251	[illegible]	21
Construction	4,979	313	2[illegible]
Overhead	7,410	593	14
Operations	5,407	537	34
Insurance	4,[illegible]	374	15
1964 Income	4,[illegible]	387	26
Overhead (1/4 mo.)	348		6 (1/4 mo.)
Equip.	4,530	5[illegible]	15
Grant	3,773	531	14
Fee	4,141	3[illegible]	17
Admin.	4,321	4[illegible]	16	5[illegible]

December 31, 1953

FREE PUBLIC LIBRARY

WAYLAND, MASS.

Miss Ruth H. Scannell, Ln.

418028

RENEWALS - JANUARY 1954

American Girl - New - Jan. 1954	$2.50
Antiques	7.00
Atlantic	6.00
Architectural Forum Professional Rate	5.50
Better Homes & Gardens	3.00
Boys' Life - New - Jan. 1954	3.00
Child Life	2.50
Children's Activities	4.00
Consumers Reports	5.00
Field & Stream	3.00
Flower Grower	3.00
Good Housekeeping	3.50*
Flying	4.00
Harpers'	5.00
Harpers' Bazaar	5.00*
Holiday	5.00*
House & Garden	5.00
House Beautiful	5.00*
Jack & Jill	2.00*
Junior Natural History - New - Jan. 1954	1.50
Ladies Home Journal	3.50*
Life	6.75*
National Geographic	5.50
Newsweek	4.50

December 31, 1953

FREE PUBLIC LIBRARY

WAYLAND, MASS.

410028

RENEWALS - JAN. 1954

New Yorker	$7.00
Parents	3.00
Popular Mechanics - Renewal	3.50
Popular Science	3.00
Readers' Digest	4.75
Saturday Review	7.00
Seventeen - New - Jan. 1954	4.00
Mademoiselle	3.50
Story Parade - New - Jan. 1954	3.00
U.S. News & World Report - New - Jan.1954	5.00
Vogue	7.50
World Magazine - New - Jan. 1954	6.00

To be sent to: Cochituate Reading Room
Cochituate, Mass.

American Boy - Open Road - New - Jan. 1954	2.50
American Girl	2.50
Better Homes & Gardens	3.00
Children's Activities	4.00
Flower Grower	3.00
Good Housekeeping - Renewal 1 Yr.	3.50
Flying	4.00
Field & Stream	3.00
Jack & Jill	2.00
Ladies Home Journal	3.50

Massachusetts Division of Library Extension

Public Library statistics for 1954.

Population Jan. 1955 7500

Assessed valuation of town $11, 787, 154.00

Total number of registered borrowers: 2595(including branch)

Total number of bound volumes 40657(including branch)

Total number of periodical subscriptions: 55(including branch)

Adult: 44 Juvenile: 11

Number of recordings in collection: 33

Expenditures for books and Periodicals: $3147.82

Expenditures for binding: 238.58

Annual Report 1951

With the expansion of Library activities to meet the increasing demands for service to the community, Wayland's investment in her public library continues to be well justifed at the conclusion of the 104th year since its establishment.

During the past year there were several problems. Uppermost was the necessity for finding more space so that books might be more conveniently arranged.

New books were added to the Library's collection, also many books were withdrawn from active circulation because of their physical condition or because they have become obsolete.

As the need for large schools becomes apparent, so is the necdssity for the Library to keep step, with increased facilities to serve the increased population, Not only children but also adults.

There were no changes in the staff during 1951, there were however periods of double-duty on the part of the staff as a result of vacation periods and unavoidable absences.

The Assistant Librarian [illegible] to accept a position as Librarian in Westwood. Every effort will be made to fill that vacancy and to continue the fine work Mrs. Abbott has been doing. It is with regret that we part with Mrs. Abbott whose services in reorganizing the Reading-room have been invaluable.

Our thanks go to several Library patrons whose volunteer aid has been helpful, Also we thank patrons who have made book gifts, The Friends of the Library and the Garden Club. Following his custom the Garden Club kept the Library attractively decorated during the summer and during Christmas week. Also they presented the Library with four outstanding books dealing with plants and flowers.

The Frances Shaw Room continues to provide a pleasant and convenient meeting place for gatherings of public interest.

The librarian wishes to thank the townspeople, the members of the Library Board and the staff for their excellent support and assistance.

Respectfully submitted

Mrs. John [illegible]

WAYLAND FREE PUBLIC LIBRARY

Report for the year 1950

The Wayland Free Public Library is open each weekday except Thursday. The hours are as follows: Monday, Wednesday, and Friday 10:00 to 1:00, 2:00 to 6:00, and 7:00 to 8:30. Tuesday 10;00 to 1:00, and 2:00 to 6:00. Saturday 10:00 to 1:00, and 2:00 to 5:00.

The library staff consists of Mrs. John Busser, librarian; Mrs. Frank Bentley, assistant; Mrs. Fred Wheeler, substitute; and Shirley Bentley, page.

At the annual town election in March, 1950 Mrs. Charles Morgan and Mr. J. Sidney Stone, chairman, were reelected as trustees of the library. The other trustees are: Mrs. Robert Morgan, Mr. Hugh Colliton, Mr. George Bogren and Mr. Arthur Dudley.

Considerable interest has been aroused by the library sign telling that the Wayland Free Public Library was the first public library in Massachusetts and the second in the country. This library was established in 1848. There have been many groups of tourists stop to visit and admire the library, one came from Montana and another from Texas.

Under the chairmanship of Mr. Francis E. Devlin, the Friends of the Wayland Library had many interesting programs. In January, a March of Time film on Japan was viewed. Dr. J.P. Bill spoke on"Historical Wayland" at the March meeting. A tea welcoming the new librarian, Mrs. Busser, was held in April at the library. In May, Mr. Francis Hatch and Mr. Allan Bemis presented, "Maine Ballards" following a fish chowder supper.in the Shaw Room. Duringthe winter the Friends sponsored the showing of educational films. They were held on alternate Saturday mornings and about 100 children attended. These programs were so successful that they will be repeated this coming year during January, February and March. On Thursday of Children's Book Week the 26 th traditional Story Hour was held for the fourth graders of the Center and Cochituate Schools. The children were charmed

with Mr. and Mrs. Cronin and their delightful stories. There was also a wonderful display of book covers and posters made by the pupils of the Center School, under the direction of their art instructer, Miss Peaslee. The students made some excellent book jackets and the display was attended by a large group of townspeople. The Friends' officers for the year 1950 were:

President -- Francis Devlin
Vice President -- Francis Hatch
Treasurer -- Carol Powning
Secretary -- Marjorie Lareau

Board Members
David Turner
Mrs. Robert Fienberg
Robert Schuette

The glass display case has been made attractive and interesting by the following loans from Mr. and Mrs. Donald Neelon: Chinese Art objects, and a tobacco jar and a pipe collection.

The 4-H Club of Wayland held and exhibition of handiwork. The Garden Club, under the direction of Mrs. Charles S. Potter, supplied flowers twice weekly during the summer and the arrangements were beautifully done. They also supplied delightful Christmas decorations. A group of Girl Scouts were instructed in bookbinding and they seemed to enjoy the project.

Classes from the primary schools have visited the library under the supervision of their teachers. The children were made acquainted with the services the library has to offer and were given bookmarks and registration cards. Many of the children showed a great interest in the library and seemed eager to know it better.

While there is reason to believe that television has had some effect on the total circulation, it has not in this community become a serious problem. The circulation in relation to the population is extremely good. The increase in registration is marked. At the beginning of the year new member cards averaged nine a month and during the last four months of the year have averaged twenty-two new members a month.

The Massachusetts Division of Public Libraries has been a most satisfactory source of inter-loan material. Other have been received from the Weston, Somerville, Waltham, and Brookline libraries.

On December 1, Mrs. Katherine Damon resigned as assistant at the Cochituate Library. Her temporary appointment as assistant followed Mrs. Gertrude Bishop's retirement on June 30, 1949. Mrs. Damon has served the Cochituate patrons faithfully and her absence will be felt by many friends. The Reading Room was closed during the month of December for extensive redecorations and repairs. Mrs. James D. Abbot has been appointed branch librarian. She has had previous library experience and is especially trained to work with young people and to encourage the library habit among the children. Her first project for the improvement and better use of the Reading Room will be that of recataloging.

Cochituate statistics must be regarded as incomplete at this time, as an inventory and new card catalogue are in the making. Following the recomendation of the Library Division of the State Board of Education, a large number of obsolete, very soiled, and damaged books have been withdrawn, to be replaced with new issues of many of the old titles and books of current interest and of recent demand. The librarian sincerely hopes the patrons of the Cochituate branch will make known their needs as to library hours and books desired. Also all of the facilities of the main library are available to the branch patrons.

Start On January 1, 1950, the total number of volumes in the Wayland Library was 29,485. During 1950, 512 books were added, this includes 20 books which were gifts. 31 adult and 16 juvenile books were withdrawn. The books now in the library total 29,950. Books added ~~the~~ to the Cochituate branch number 156 and 235 288 books were loaned from ~~this~~ the main library.

Statistics

Wayland	1949	1950	Cochituate	1949	1950
Adult fiction	7918	(7691 Estimate until Dec 31)	A	5049	2970
Adult non-fiction	4509	4694 "	A non-f	458	406
Juvenile	43 4347	4613 "	J	1451	1076
Loans to Cochituate	207	288			
Total	16981	17221			
New Registrations	137	147			

The relations between the library patrons, trustees, and staff are indeed pleasant. It is hoped that the benefits of the library services may be increased to reach the many new residents of Wayland and Cochituate.

Report of the Library

In the year 1956 the Wayland Library and Cochituate Branch continued to grow. We hope that the increased circulation shows that we are coming closer to meeting the needs of the community. Particularly encouraging is the increase at the Branch where we have been making an effort to build up the collection of juvenile books. The increased book appropriation for the year made it possible to work toward this goal.

The collection of LP records has been increased and there is a growing interest in borrowing them for home use, as shown by the circulation of 455 in 1956, compared with 355 in 1955. 33 records were added this year and storage space has been doubled.

A new charging desk was installed during the year. It is now much easier for the public to use the stack areas. With the help of the Friends of the Library a book truck and desk stool to match the desk were purchased. When proper lighting is provided for the desk it will be a real improvement to the library.

The other major improvement completed during the year was painting in the areas where plumbing was installed last year.

With the help of a typist the recataloging of books at the Main Library, as well as some of the older books at the Branch, has progressed. In 1956 3,071 books were recataloged in addition to the cataloging of all new acquisitions. In conjunction with this recataloging, 883 books were withdrawn at the Main Library.

Again in 1956 the Friends of the Library and the Historical Society held their meetings in the Main Library. The Great Books Discussion Group holds its meetings there also on alternate Tuesday Evenings. A series of lectures on the Middle East by Harry B. Ellis, of the Christian Science Monitor, was sponsored by the Friends of the Library, Wayland United Nations Association and the League of Women Voters. This series proved to be so popular that the third was held at the High School, in order to accomodate the audience.

The Garden Club has been very faithful in providing flowers and other seasonal decorations. These add a great deal to the attractiveness of the Library and are always appreciated by its patrons.

Before Christmas the Boy Scouts set up an outside Christmas tree provided by the Kiwanis Club. Carols were sung around the tree on December 20 and refreshments were served by the Girl Scouts.

During the year the Library received many books, pamphlets and magazines as gifts.

Statistics

Wayland	1955	1956
Circulation		
Adult	19,076	20,978
Juvenile	10,614	11,394
Total	29,690	32,372
New Borrowers	327	290
Additions	853	1204
(Purchases: (1076 book, 29 records. Gifts: 109)		

Cochituate	1955	1956
Circulation		
Adult	8,011	7,303
Juvenile	7,149	10,206
Total	15,160	17,509
New Borrowers	236	265
Additions	413	660
(Purchases: 557, Gifts: 103)		

Respectfully submitted

Marjorie Ferris, Librarian.

Report of the Library

This year the main library showed the greatest annual increase in circulation in its history. As the town grows, the library is growing in use, and we hope in usefulness also. Certainly we are working hard toward that end.

Due to circumstances beyond our control we were unable to open the new children's room in 1959 as we had planned. It will open on January 23, 1960, even though it may not be entirely equipped. The increasing numbers of books and borrowers make it imperative to move into larger quarters. As soon as the children's books are moved downstairs to the new room, the space will be developed as a room for young people, grades 7-12. The book collection, which has been very popular in its present limited numbers, will be increased, and there will be more convenient arrangements for reading and study in the room.

The library staff remains the same for the year, with the exception of the Cochituate Branch. We regret that Miss Dorothy Brewer, who had been in charge since July 1955, had to leave her work there. Mrs. McKeen, Mrs. Kane and members of the main library staff are carrying on service there. During the year Girl Scouts did voluntary work to earn merit bars in library service. They have made a definite contribution in their aid to the library.

The record collection continues to be very popular. 27 new albums were added and 650 were borrowed during 1959.

For the third successive year the 4-H Horse Club had a prize-winning exhibit in the library.

A very fine trend in memorial gifts developed during the year and we hope that it will seem appropriate to other groups. Funds for the purchase of books were given to the library by friends of the late Martha S. Cook. In addition to this fund we have also received many gifts of books and other material from several individuals. Again we are grateful to the Garden Club for providing flowers through the season and for their beautiful Christmas decorations.

Statistics

Wayland

Circulation	1958	1959
Adult	25,846	31,148
Juvenile	15,500	18,699
Total	41,346	49,847
New Borrowers	413	477
Additions (1413 purchase, 27 records, 61 gifts)	1,203	1,501

Cochituate

Circulation	1958	1959
Adult	9,496	9,476
Juvenile	9,970	9,224
Total	19,466	18,700
	229	245
Additions (503 purchase, 58 gift)	575	561

Estabrook & Co.
15 State Street
Boston

January 11, 1957

Mr. Robert M. Morgan
Wayland
Massachusetts

Dear Bob:

The circulation for Wayland in 1956 was - 32,372, for Cochituate - 17,509.

If it will save you any time, the comparative figures for 1955 are 29,690 and 15,160.

Percentage-wise, these increases are very gratifying. I am procuring comparative figures from the area which should more clearly show our performance.

Sincerely,

Hugh

Hugh F. Colliton, Jr.

HFC:jcm

Questionnaires January 1955

	Wayland	Not specified	Cochituate	Both
Questionnaires sent				
" returned				10
Male 67 Female 159				
New residents 80				
Old " 79				
Age groups				
18-30 ---- 58				
31-40 ---- 71				
41-50 ---- 48				
51-60 ---- 20				
Over 60 ---- 21				
Do not use the Library	5	26	7	(All yes)

Reasons: No time; Get books elsewhere; Too far; Illness; Cannot climb stairs.

Services used				
Record collection	16			
Take records	16			
Listen at Library	1			
Don't use	5			
Didn't know about	11			
Use card catalog				
Yes	64	1	7	1
No	14	1	7	1

Reasons: Not good: Not complete: Ask Librarian: Select by looking: What is it?

Books preferred				
Fiction	Historical	Adventure	Historical	Adventure
	Serious	Ser-Mys-Hist	Adventure	Mys-Hist
	Adv-Romance	Social prob.	Mys-Romance	Serious
	Mystery	----------	Serious	-------
	Social prob.	----------	Social prob.	-------
Non Fiction				
	Biography	Biography	History	Travel
	History	Hobbies-Craft	Biography	Biog-Hist
	Hobbies-Craft	Literature-Trav.	Lit-Hob-Craft	Hob-Craft
	Travel	History	Cur.Problems	Lit-Bus-C.Prob
Magazines				
	Time	Life	Life	Cons.Research
	Life	Time	R.Digest-Sat.E.P.	
	Nat'l Geog.			

Type of books preferred by overall average

Fiction #1 Historical
#2Serious
#3 Adventure
#4 Mystery
#5 Romance

Non Fiction #1 Biography
#2 History
#3 Hobbies-Crafts
#4 Travel
#5 Literature

Names of Magazines preferred by over all average
#1 Time--Life (25 each)
#2Nat'l Geog. (16)
#3 Sat.Eve.Post (15)

Readers Digest,New Yorker,Atlantic,Holiday,Better Homes and Gardens (11each)

There were 71 different magazines mentioned as preferred;the types favoured were Women's or home,69; News and pictures,58; Story,49; Travel,28.

Children using Library	Yes 53-No 25	Yes 11-No 32	Yes 51-No 18	Yes 8-No 8

Reason for non use;Nearly all were too young.

CRITICISMS AND SUGGESTIONS

	WAYLAND	NOT SPECIFIED	C OCHITUATE	BOTH
Good or Excellant	34	2	5	1
Staff helpful	16	2	3	1
Staff unfriendly	1	1	1 (in eve)	–
Too few new books	12	1	3	3
Good selection of books	9	–	1	–
Poor selection of books	5	1	–	–
Long wait for books	2	2	–	–
Pay collection desirable	1	–	–	–
More referance books	8	1	2	–
More classics	9	–	–	–
More Catholic books	2	–	–	–
Adult reading lists	1	1	–	–
Childrens " "	1	–	–	–
Monthly bulletins	5	1	1	–
Catalog poor	6	–	–	–
Need more records	3		Why none in C?	–
Bookmobile		2	–	–
Enjoy exhibits	3			
Story hour children	1			
Childrens room dark	1			
" books poorly arr.	1			
Afternoon teas missed	1			
Send overdue notice earlier	1			
Hand rail on steps	1			
Better co-op with schools	1			
Irregular hrs.in Coch.	1			
Plan programs for older people				
Reading institute for adults				
Reading project in summer for children				
Hobby classes on Sat for children				
"Buy cleaner books,I don't care for smut"				

Mrs Howard and Mr Weiss both signed letters containing constructive criticism;both feeling that the library needs more money to do its job properly.
Four people mentioned Miss S. with words of praise; one thinks the library cannot be expected to improve when such a person is let go---and a public statement shold be forthcoming";another"would criticise any Trustees who did not appreciate Miss S's qualities and hope we may have new ones appointed who would re-instate her and work with her with more cooperation"

Questionnaires—January 1955

	Wayland	Not specified	Cochituate	Both
Questionnaires sent				
" returned	134	30	40	10
Sex				
Male 67				
Female 159				
New Residents 80	80			
Old " 79				
Age groups				
18-30 58				
31-40 71				
41-50 48				
51-60 20				
Over 60 21				
Use the Library?				
No	5	26	7	All yes

Reasons; No time:Get books elsewhere:Too far:Illness:Can not climb steps

Services used				
Record collection				
Take records	16			
Listen	1			
Don't use	5			
Didn't know	11			
Card catalog				
Yes	64	1	7	1
No	14	1	7	1

Reasons Not good: not complete: ask librarian: select by looking: what is it?

Books preferred				
Fiction	Historical Serious Adv-Romance Mystery Social problems	Adventure S.-Mys.-Hist. Social problems	Historical Adv.-Myst. Mys-Romance Serious Social prob.	Adventure Mys.-Hist. Serious
Non-fiction	Biography History Hobbies:Crafts Travel	Biography Hobbies-Crafts Trav:Literature History	History Biography Lit:Hob:Crafts Cur.prob.	Travel Biog:Hist. Hob;Crafts Lit:Curprob Hob:Bus.tech
Magazines				
73 were named	Time:Life Nat'l Geographic	Life Time	Life Readers Di. and Sat Eve P.	Cons.Researc

Type of books preferred by averaging the whole number

Fiction	Non-fiction
#1 Historical	#1 Biography
#2 Serious	##2 History
#3 Adventure	#3 Hobbies:Crafts
#4 Mystery	##4 Travel
#5 Romance	#5 Literature

Names of magazines preferred

#1 Time and Life (25 each)
#2 National Geog.(16)
#3Sat.Eve Post (15)

R.Digest,New Yorker,Atlantic,Holiday,Better Homes and Gardens (11 each)

Type of Magazines

"Home type"or Womens magazines 69
News and pictures 58
Story 49
Travel 28

Children using Library	Yes 153 No 25	yes 11 No 32	yes 51 No18	Yes8 No 8
Reason for not using	Nearly all too young			

CRITICISMS AND SUGGESTIONS

	WAYLAND	NOT SPECIFIED	C OCHITUATE	BOTH
Good or Excellent	34	2	5	1
Staff helpful	16	2	3	1
Staff unfriendly	1	1	1 (in eve)	
Too few new books	12	1	3	3
Good selection of books	9		1	
Poor selection of books	5	1		
Long wait for books	2	2		
Pay collection desirable	1			
More referance books	8	1	2	
More classics	9			
More Catholic books	2			
Adult reading lists	1	1		
Childrens " "	1			
Monthly bulletins	5	1	1	
Catalog poor	6			
Need more records	3		Why none in C?	
Bookmobile		2		
Enjoy exhibits	3			
Story hour children	1			
Childrens room dark	1			
" books poorly arr.	1			
Afternoon teas missed	1			
Send overdue notice earlier	1			
Hand rail on steps	1			
Better co-op with schools	1			
Irregular hrs.in Coch.	1			
Plan programs for older people				
Reading institute for adults				
Reading project in summer for children				
Hobby classes on Sat for children				
"Buy cleaner books,I don't care for smut"				

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Four people mentioned Miss S. with words of praise: one thinks the library cannot be expected to improve when such a person is let go---and a public statement shold be forthcoming";another"would criticise any Trustees who did not appreciate Miss S's qualities and hope we may have new ones appointed who would re-instate her and work with her with more cooperation"

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Books preferred				
Fiction	Historical Serious Adv-Romance Mystery Social problems	Adventure S.-Mys.-Hist. Social problems	Historical Adv-Fate Mys-Romance Serious Social prob.	Adventure Mys.-Hist. Serious
Non-fiction	Biography History Hobbies:Crafts Travel	Biography Hobbies-Crafts Trav:Literature History	History Biography Lit:Hob:Crafts Cur.prob.	Travel Biog:Hist. Hob;Crafts Lit:Curprob Hob:Bus.tech
Magazines				
73 were named	Time:Life Nat'l Geographic	Life Time	Life Readers Di. and Sat Eve P.	Cons.Researc

Type of books preferred by averaging the whole number

Fiction	#1 Historical	Non-fiction	#1 Biography
	#2 Serious		##2 History
	#3 Adventure		#3 Hobbies:Crafts
	#4 Mystery		##4 Travel
	#5 Romance		#5 Literature

Names of ~~Type of~~ magazines preferred

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Children using Library	Yes 153 No 25.	yes 11 No 32	yes 51 No18	Yes8 No 8
Reason for not using	Nearly all too young			

CRITICISMS AND SUGGESTIONS

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Good selection of books	9	—	1	-
Poor " " "	5	1	-	-
Long wait for books	2	2	-	-
Pay collection desirable	1	-	-	-
More reference books	8	1	2	-
More classics	9	-	-	-
More Catholic books	2	-	-	-
Adult reading lists	1	1	-	-
Childrens " "	1	-	-	-
Monthly bulletins	5	1	1	-
Catalog poor	6	-	-	-
Need more records	3	-	Why none in C?	-
Bookmobile	-	2	-	-
Enjoy exhibits	3	-	-	-

Story hour for children
Childrens room dark
" books poorly arr.
Afternoon teas missed
Send overdue notices earlier
Put hand rail on steps
Better co-op.with schools
Irregular hours in Cochituate
Plan programs for older people
Reading institute for adults
Summer reading project for children
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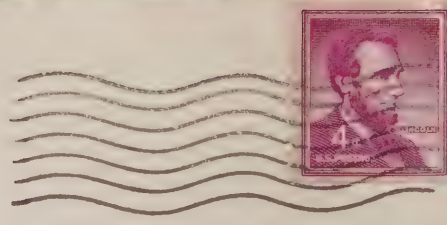
James D. Abbott
Hunting Lane
Sherborn, Mass.



Mrs. Robert Morgan
Old Sudbury Rd.
Wayland, Mass.

Report of the Library

The most important development in the Wayland Library in 1958 was the construction of a children's room and workroom in the basement. An architect, Mr. Charles May, drew up plans for remodeling the former Shaw Room, the corridor and former Civil Defense quarters. It remains to furnish the room, which we hope to do in 1959, and open it for the use of the children.

Circulation at the Main Library increased substantially over that of 1957. The figure is even more impressive when compared with that of 1954, 23968. At long last the library begins to show statistics of use more in keeping with the population figure. More and more is done to supply supplementary reading materials to the Elementary and High School students. When more space is gained by opening the new children's room it will be possible to increase the book stock for both younger and teen age readers.

The staff of the main library was increased this year so that two people were on duty at most times. As a result the major part of the recataloging of the library's older books was completed. There are still several hundred books uncatalogued because they can not be located for one reason or another. We would be grateful if all townspeople would make a thorough search of their bookshelves, and turn in any books belonging to the library. A great many useful books could be recovered in this way.

Again in 1958 the 4-H Horse Club presented a prize-winning exhibit at the Library. Several additions were made to their collection of books on horses available at the Library to all interested readers.

Gifts of books, magazines and pamphlets were made to the Library by individuals and groups, including the League of Women Voters. The Garden Club has continued to provide flower arrangements during the season, and Christmas decorations. These were greatly enjoyed by all visitors to the Library.

Statistics

Wayland	1957	1958	Cochituate	1957	1958
Circulation			Circulation		
Adult	22,886	25,846	Adult	9,211	9,496
Juvenile	14,496	15,500	Juvenile	10,510	9,970
Total	37,382	41,346	Total	19,721	19,466
New Borrowers	401	413		236	229
Additions	1104	1,203	Additons	556	575
	(1131 purchase, 72 gift)			(536 purchase, 39 gift)	

Respectfully submitted,

Marjorie Ferris, Librarian.

OFFICE OF

BOARD OF SELECTMEN

WAYLAND, MASS.

May 20, 1949

Mrs. Theone H. Morgan
Old Sudbury Road
Wayland, Massachusetts

Dear Mrs. Morgan:

We are in the process of changing the office routine and redistributing certain clerical duties at the Town Hall. We wish to notify you that the Town Offices will be closed on Saturdays starting June 4th, 1949.

In the past the Treasury Warrant for payment of bills had to be completed on Saturday and sometimes on Sunday, in order that we might have them for our regular Monday night meeting. The Town Hall will not be open on Saturdays after May 28th. We must ask you to submit your bills not later than Thursday at noon preceding each Monday Warrant, beginning June 2nd, which is the closing date for the first June payment.

We suggest that you arrange to have your payrolls completed as of each Wednesday and not Friday as at present.

We trust you will cooperate with us in this matter and get your bills to us promptly, if not they cannot be put through for payment until the following Warrant.

Very truly yours,

Town of Wayland, Board of
Selectmen
John W. Leavitt, Chairman
M.J.L.

JWL/h

Typewriter Service

Wayland – [illegible] needed [illegible]
U.S. [illegible]
1954

Cockett – [illegible]
[illegible]
contract –
Royal is better than new – [illegible] – [illegible]
new platen –
complete [illegible] – type
[illegible]
[illegible] – [illegible]
$25 – (lend machine)
– 10 days

Peter Paul Typewriter Service

Cock machine was overhauled – [illegible]
contract in the future

		Circulation	Increase	Registration	Increase
1953	July	1,384	117	7	
	August	1,513	219	22	4
	September	1,999	173	25	8
	October	2,139	593	70	57
	November	2,473	537	84	53
	December	1,962	174	45	38
1954	January	2,096	354	26	-3
	February (1/4 mo.)	598		6 (1/4 mo.)	
	March	2,530	595	17	3
	April	1,773	231	16	8
	May	1,941	340	27	17
	June	2,158	698	31	22

Questionnaires January 1955

	Wayland	Not specified	Cochituate	Both
Questionnaires sent				
" returned	134	30	40	10

Male 67-Female 159
New residents 80
Old " 79

Age groups

18-30	58
31-40	71
41-50	49
51-60	20
Over 60	21

Do not use Library	5	26	7	(All yes)

Reasons: No time: Get books elsewhere: Too far: Illness: Cannot climb steps.

Services used

Record collection	
Take records	16
Listen in Lib.	1
Don't use	5
Didn't know about	11

Use card catalog				
Yes	64	1	7	1
No	14	1	7	1

Reasons: Not good: Not complete: Ask Librarian: Select by looking: What is it?

Books preferred

Fiction	Historical	Adventure	Historical	Adventure
	Serious	Se-Mys-Hist	Adventure	Myst-Hist
	Adv-Romance	Social prob.	Mys-Romance	Serious
	Mystery	———	Serious	———
	Social prob.	———	Social prob	———
Non-Fiction				
	Biography	Biography	History	Travel
	History	Hobbies-Craft	Biography	Biog-Hist
	Hobbies-Crafts	Trav-Literature	Lit-Hob-Craft	Hob-Crafts
	Travel	History	Cur.Prob.	Lit-Mys+Tech-C.Prob.
Magazines				
	Time	Life	Life	Cons.Research
	Life	Time	R.Digest-Sat E.Post	
	Nat'l Geog.			

Type of books pref.by over all average

Fiction	#1 Historical	Non-Fiction	#1Biography
	#2 Serious		#2 History
	#3 Adventure		#3 Hobbies-Crafts
	#4 Mystery		#4 Travel
	#5 Romance		#5 Literature

Names of Magazines preferred

#1 Time - Life 25 each
#2 National Geographic 16
#3Sat.Eve.Post 15

Readers Digest, New Yorker, Atlantic, Holiday, Better Homes and Gardens 11each

Type of Magazines: Women's or home, 69: News and pictures, 5[illegible]: Story 4[illegible]: Travel, 3[illegible]. There were 73 different magazines named as preferred.

Children using Library	Yes15: No 25	Yes 11 No 32	Yes51 no 1[illegible]	Yes [illegible] No [illegible]

Reasonfor non use Nearly all non users were too young

CRITICISMS AND SUGGESTIONS

	Hayland	Not specified	Cochituate	Both
Good or Excellent	34	2	5	1
Staff helpful	16	2	3	1
Staff unfriendly	1	1	1(in eve)	-
Too few new books	12	1	3	3
Good selection of books	9	—	1	-
Poor " " "	5	1	-	-
Long wait for books	2	2	-	-
Pay collection desirable	1	-	-	-
More reference books	8	1	2	-
More classics	9	-	-	-
More Catholic books	2	-	-	-
Adult reading lists	1	1	-	-
Childrens " "	1	-	-	-
Monthly bulletins	5	1	1	-
Catalog poor	6	-	-	-
Need more records	3	-	Why none in C?	-
Bookmobile	-	2	-	-
Enjoy exhibits	3	-	-	-

Story hour for children
Childrens room dark
" books poorly arr.
Afternoon teas missed
Send overdue notices earlier
Put hand rail on steps
Better co-op.with schools
Irregular hours in Cochituate
Plan programs for older people
Reading institute for adults
Summer reading project for children
Hobby classes on Sat. for children
"Buy cleaner books,I don't care for smut"

Mrs Howard and Mr Weiss both signed letters containing constructive criticism;both feeling that the Library needs more money to do its job properly.
Four people mentioned Miss S.with words of praise: one thinks the library can not be expected to improve when such a person is let go---and "a public statement should be forthcoming"; another "would criticise any Trustees who did not appreciate Miss S's qualities" and hopes "we may have new ones appointed who would reinstate her and work with her with more co-operation".

Report of the Library

1955 was a busy and eventful year at the Wayland Library and Cochituate branch. The Questionnaire prepared by the Board of Trustees and sent out to 2000 box-holders, early in the year, produced a response of over 200. These answers, which were mainly serious and objective, were very valuable in giving a new librarian, unfamiliar with the town and library users, a picture of the kind of library the townspeople want. ~~As far as possible we shall try to make it that kind of library.~~

In March we acquired new cases for the adults' and children's catalogs at the main library. The old cards were transferred to these cases and a start has been made on re-cataloging all books to be kept in the library. This project, carried on as time allows, will undoubtedly take a long period for completion. However, it should help to make the library's resources more useful to the public and to the librarians serving them. During the summer we had the help of two high school people in thoroughly reading the shelves, putting the books in order and doing some weeding.

This year the library has begun to buy LP records for loan to the public. A good basic collection has been available for some time, begun by the Friends of the Library. Answers to the questionnaires showed that a great many people were not aware of the library's record collection but we are glad to say that use is increasing.

There were some changes in library personnel during the year. We were very sorry to lose Mrs. Donald B. Willard who had been the assistant librarian at Cochituate since 1953, but happily she has continued to serve the library as a member of the Board of Trustees. Her interest and understanding of the Cochituate library have been of great help. In June Miss Dorothy Brewer who had been the assistant at the Main Library went to the Cochituate Branch. ~~She has proven herself a worthy successor to the people who served before her in that position.~~ Mrs. Gerald Barnes of Natick came to the Main Library as assistant in August. ~~Mrs. Barnes, a graduate of Vassar, has had experience in teaching English. This teaching experience and her reading background make her a valuable addition to the staff.~~ Mrs. Frank K. Bentley has given us assistance at the Main Library during the year as she has in the past. Mrs. Thelma McKeen and Mrs. Daniel Harman have assisted at Cochituate.

During the year the library received many gifts of books, pamphlets and magazines from individuals and groups. Particularly noteworthy among group gifts were $100 toward the purchase of the 1955 edition of the Encyclopaedia Brittanica, given by the Friends of the Library; a Catholic Bible and 2 books on Christmas and Easter, given by St. Agnes Guild; and a very generous gift of books to the Cochituate Branch, given by the Ladies' Auxiliary of the V.F.W.

The Garden Club supplied the Library with beautiful flowers, autumn arrangements and Christmas decorations during the year. The art teachers, Mrs. Jones and Mrs. Kingsbury, have provided several very interesting exhibits of their classes' work.

The Friends of the Library and the Historical Society have held several public meetings at the Library which proved of

Report of the Library

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[illegible] of [illegible] to the main library as assistant in [illegible]. [illegible] teaching English. [illegible] proved to be a valuable addition to the staff. Mrs. [illegible] has given us assistance at the main library during the year and [illegible]. Mrs. [illegible] McLean and Mrs. Daniel Herman have assisted at Cochituate.

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The Garden Club [illegible] the Library with seasonal flower arrangements and Christmas decorations during the year. [illegible] provided several very interesting exhibits in their display cases.

great popular interest. The Great Books Discussion Group has been meeting at the Library on alternate Tuesdays since its new season began in the autumn. As usual the Shaw Room has been used for group meetings from time to time.

Mrs. John Howard very generously volunteered to give a story hour at the Main Library. The series began in November but due to conflicts with other activities and transportation difficulties the response has been small. We shall continue the story hour on January 14, 28, February 11, 25 on Saturdays at 11 A.M. Thereafter it will be discontinued unless attendance increases.

As the months went by it became evident that the plumbing system at the Main Library needed some major repairs and replacements. Long continued leaks and evaporation had caused dampness to develop in the basement storeroom where some discarded and unused books were kept. All plumbing in the building was replaced and at the same time a hot water heater was installed. These improvements will surely prolong the life of the building and better working conditions for the staff.

The Cochituate Branch has great potentialities for growth in service since it is located within walking distance of so much of its public and the schools. At present it is used to capacity by school classes and the great need is for more books to fill their demands. We have made a start toward building up the collection of basic books as well as adding current materials.

Altogether it has been a very interesting year for the staff of the library. We have enjoyed working with the people of Wayland and Cochituate, and we appreciate their patience with the changes that have been made.

Statistics

Wayland	1954	1955
Circulation		
Adult	15,589	19,076
Juvenile	8,379	10,614
Total	23,968	29,690
New Borrowers	299	327
Additions	1,224	853

(Purchases 741 books, 22 records. Gifts 90)

Cochituate	1954	1955
Circulation	7,627	8,011
Adult	7,827	8,011
Juvenile	6,670	7,149
Total	14,297	15,160
New Borrowers	216	236
Additions	421	413

(Purchases 295, Transfers and gifts 118)

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Statistics

Wayland	1954	1955	Cochituate	1954	1955
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	Adult	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	Juvenile	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	14,237	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Additions	[illegible]	[illegible]	Additions	[illegible]	[illegible]

([illegible] and gifts 119)

(Gifts 90)

Form 8-071
1955

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF EDUCATION
WASHINGTON 25, D. C.

Budget Bureau No. 51-R022.5.
Approval expires June 30, 1957.

PUBLIC LIBRARY STATISTICAL REPORT

(City, town, county, and regional)

Report for fiscal year ending December 31, 1955
(Month, day, year)

If an item is not applicable to your library, write in "O," thus leaving no space blank. Use figures for your last fiscal year. Libraries which operate museums are asked to omit museum data.

DO NOT WRITE IN THIS SPACE
State
Serial No.
Type
Size
Vols.

(POST OFFICE ADDRESS)

GENERAL

1. Name of library Wayland Free Public Library Year of founding 1848
2. Name of chief librarian Marjorie Ferris Date appointed December 1954
3. Who appoints the chief librarian? Board of Trustees
4. Check governmental unit(s), district(s), or area(s):
   (*a*) OF SUPPORT: City ☐; town ☒; township ☐; school district ☐; county ☐; regional ☐; other ☐
   (*b*) OF SERVICE: City ☐; town ☒; township ☐; school district ☐; county ☐; regional ☐; other ☐
5. If a county or regional library, check item(s) which apply:
   (*a*) Part of county government ☐; (*b*) part of both city and county government ☐; (*c*) municipal or other library serving county by contract ☐; other ☐ specify
6. Population served (1950 United States census) 7351
   If a later official *estimate* is available, please give that also, and indicate specific source . . . . 7500 (town census)
7. Size of area legally entitled to service (approximate number of square miles) 15
8. Terms of use: (*a*) Free for lending to residents of governmental units served . . . . . (check) ☒
   (*b*) Open only to paid subscribers or members of association or organization . . . . . (check) ☐
9. Number of hours the central library is open per week: (*a*) For circulation 46 1/2 (*b*) For reading and study same
10. Number of days central library is open during year 291 (1955) Number of days open per week 6
    5 in summer

AGENCIES

An agency is any place, such as central library, branch, subbranch, station, or bookmobile station, that, as an integral part of the public library system, distributes books or otherwise renders library service to the public.

A branch is an auxiliary library with separate quarters, a permanent basic collection of books, a permanent staff, and a regular schedule.

A subbranch is a small branch open fewer hours than the central library and the regular branches and giving only partial branch service.

A station is a place from which books are distributed but at which there is no permanent collection or library staff.

11. In the table below give the number of each kind of library agency you have according to the type of building in which it is housed. Do not report bookmobiles in this table; see item 12.

AGENCY	BUILDING USED SOLELY FOR LIBRARY PURPOSES		SCHOOL	INSTITUTION (Hospital, Prison, etc.)	COMMUNITY CENTER	OTHER	TOTAL
	Building Owned	Building Rented					
Central library	✱						1
Branch						✱	1
Subbranch							
Station (exclude bookmobiles)							
TOTAL							2

12. Bookmobiles:
    (*a*) Number of bookmobiles operated for circulation purposes . . . . . .
    (*b*) Number of different regularly scheduled service stops (i. e. physical locations at which stops are made—count each stop only once) . . . . . .
    (*c*) Average number of days between visits to regularly scheduled service stops . . . . .
13. Does your public library lend collections of library materials to individual schools for classroom collections? . Yes ☒; No ☐
    To the centralized school libraries? . . . . . Yes ☐; No ☐

BOOK STOCK*

A volume is any printed, typewritten, mimeographed, or processed work, bound or unbound, which has been cataloged or fully prepared for use. A single issue of a periodical is not to be considered a volume unless it has been cataloged separately.

	Adult	Juvenile	Total
14. Number of volumes at beginning of year			40657
15. Number of volumes added during year: (a) By purchase	664	372	1036
(b) By other means	176	42	218
16. Number of volumes withdrawn from record during year	949	226	1175
17. TOTAL number of volumes at end of year			40736
18. Number of book titles added during year	840	414	1254

CIRCULATION AND USE OF BOOK STOCK*

In the table below give number of volumes according to definition under BOOK STOCK.

Count one for each volume, pamphlet, or periodical lent for home use, from central library or any agency, and each renewal. Do not count as circulation, books sent to another library agency within the same system where home circulation is counted. In no case should circulation be estimated. Count adult periodicals as nonfiction. Do not include circulation of miscellaneous stock here but enter in item 25 (d).

	VOLUMES CIRCULATED FROM—		TOTAL
	Agencies, Including Central Library (Exclude Bookmobiles)	Bookmobiles	
19. Number of volumes for adults lent for home use:			
(a) Nonfiction	9450		
(b) Fiction	17282		
(c) TOTAL	26732		
20. Number of volumes for children lent for home use:			
(a) Nonfiction	5411		
(b) Fiction	12352		
(c) TOTAL	17763		
21. TOTAL number of volumes lent for home use	44495		44~~850~~ 495

22. The period of loan for the majority of adult book stock is 4 wks 28 days.

23. Number of interlibrary loans: Volumes lent ____; volumes borrowed 11 (full statistics not kept)

(An interlibrary loan is the loan of a book between libraries which are not integral parts of the same system.)

24. Number of reference and reading aid transactions ____

(Include all transactions in which library resources for reference, research, and advisory service have been made available through direct assistance of a staff member. Exclude questions involving only direction of readers to shelves.)

NUMBER AND CIRCULATION OF MISCELLANEOUS STOCK

ITEM	UNCATALOGED PAMPHLETS	PHOTOS, PICTURES, PRINTS	MAPS	SLIDES, FILM-STRIPS	MICROFILMS [1] (Titles)	FILMS [1] (Titles)	SOUND RECORDINGS [1] (Titles)	OTHER
25. (a) Number added during year							22	
(b) Number withdrawn during year								
(c) Total at end of year							55	
(d) Circulation							355	

[1] If another unit of measurement is used, please indicate.

26. Number of newspapers currently received excluding duplicates 1

27. Number of periodicals currently received excluding duplicates 39

(A periodical is a publication appearing at regular intervals of less than a year and continuing for an indefinite period. Give your definition if it differs from this.)

Branch 1263
Way. 1828

REGISTRATION*

	Adult	Juvenile	Total
28. Total number of registered borrowers			3091
29. Borrowers registered or reregistered during year			563
30. Number of nonresident borrowers (included above)			
31. What annual fee is charged to nonresident borrowers?			

32. The length of the registration period is ____ years.

*If separate statistics are kept for an organized young people's department, please check here, ☐; and if possible, give data on a separate sheet for Circulation as requested in item 21; for Registration in items 28–31; for Book Stock in items 14–18; for Expenditures for Books in item 74; and for Periodicals in item 75.

Adult NF 2067
" F 5949
8011

Juvenile NF 2772
" F 4,377
7,149

Registration
1262 - last
number

PERSONNEL

In the table below, enter the number of employees (or their full-time equivalent) in the various categories, in the appropriate columns. Follow definitions given below as indicated by superior figures. Make an estimate for columns 4 and 5 if a complete record is not available.

NAME OF POSITION [1] (Count each person in only one of the categories below) (1)	FULL-TIME (2)	PART-TIME (3)	FULL-TIME EQUIVALENT OF PART-TIME EMPLOYEES (4)	FULL-TIME EQUIVALENT OF ALL EMPLOYEES (Cols. 2 plus 4) (5)
33. Chief librarian or director	1			
34. Associate or assistant chief librarian				
35. Department and divisions heads [2]				
36. Branch librarians [3]				
37. First assistants [4]				
Professional assistants: [5]				
38. Order, accession, acquisition departments				
39. Catalog department				
40. Circulation department				
41. Reference department				
42. Children's department (include service to schools)				
43. Young people's department				
44. Other professional assistants				
45. TOTAL number of professional employees (items 33–44) (Number of men ____; number of women 1)	1			
46. Subprofessional assistants [6]	1	1		
Other assistants:				
47. Administrative office assistants [7]				
48. Clerical assistants, pages, shelvers, etc. [8]		2		
49. Book menders and binding force				
50. TOTAL number of other assistants (items 47–49)				
51. Janitors, engineers, building force		1		
52. TOTAL number of employees (items 45, 46, 50, 51)				

53. If available, give number of unpaid volunteer workers included in item 52 . . . . . ____

54. Number of regular working hours per week for a full-time staff member 39

55. In your governmental unit (see item 4), how many public library employees are under a Civil Service system? Please check item which applies: . . . . . All ☐; some ☐; none ☐.

If your answer is "some," please specify which positions are covered, e. g., "all clerical"; "all janitorial"; etc. ____

PERSONNEL DEFINITIONS

(Approved by A. L. A. Board on Personnel Administration)

[1] Name of positions should be listed according to the following personnel definitions except that the chief librarian should be shown as such.

[2] A department head is a member of the professional staff directly responsible to the chief librarian or director, or assistant chief librarian, and in charge of a major division of the library organization which has its own staff and definite responsibilities, or, where the central library is organized under the divisional system, is head of one of the divisions of the central library, such as literature, history, or technology and is directly responsible to the chief librarian or director, assistant chief librarian, or librarian of the main library. (Branch librarians should not be considered department heads. An assistant chief librarian serving as department head should not be included here.)

The department head should meet the qualifications of a professional assistant as defined in note 5.

A division head is a member of the professional staff directly responsible to a department head and in charge of a subdivision of a department. The division has its own staff and responsibilities.

A division head should meet the qualifications of a professional assistant as defined in note 5.

[3] A branch librarian is a member of the professional staff and in charge of an auxiliary library with a permanent foundation collection of books, administered as an integral part of the library system, with at least one full-time librarian.

A branch librarian should meet the qualifications of a professional assistant as defined in note 5.

[4] A first assistant is a member of the professional staff of a department, division, or branch having a staff with a minimum of three professional persons. The first assistant is directly responsible to the department head, division head, or branch librarian and is second in authority. (Only one first assistant should be listed for each department, division, or branch.)

The first assistant should meet the qualifications of a professional assistant as defined in note 5.

[5] A professional assistant is a member of the professional staff performing work of a professional grade which requires training and skill in the theoretical or scientific parts of library work as distinct from its merely mechanical parts and includes all the professional staff except the chief librarian or director, assistant chief librarian, department heads, division heads, branch librarians, and first assistants.

[6] A subprofessional assistant is a person who performs, under the immediate supervision of professional staff members, work largely concerned with the higher routine processes which are peculiar to library work and which require some knowledge of library procedure. (No assistant paid on an hourly basis should be included here.)

[7] An administrative office assistant is a person such as the business manager or secretary to the chief librarian or director who performs work of a highly specialized nature but not that requiring training and skill in the theoretical or scientific parts of library work.

[8] A clerical assistant is a person, such as a typist, etc., who performs, under immediate supervision, processes which may require experience, speed, accuracy, and clerical ability of a high order, but do not require knowledge of the theoretical or scientific aspects of library work.

FINANCE

56. Source of tax support if not from direct levy for library .....

57. Total endowment, trust, and invested funds, exclusive of building funds, $..... Total additions to endowment during year, $.....

58. Unexpended balance from previous year . $ 1.19

RECEIPTS
(Make entries in terms of dollars only; omit cents)

59. City or town levy or appropriation . . .	$ 11,000.00
60. County levy or appropriation . do Reserve	1619.
61. Township levy or appropriation	
62. School district levy or appropriation . .	
63. For contract service:	
(a) From school board . . . $	
(b) From county or other library .	
64. State grants:	
(a) For books (whether purchased by State or by local library from State funds) . . .	
(b) For salaries of local librarians	
65. Income from endowment, trust, and invested funds	995.
66. Gifts (money only, do not include principal of endowment gifts)	3000.00
67. Petty cash (fines, fees, memberships, etc.)[1]	
68. Rental book collection[2]	
69. Other sources (enumerate):	
prof. Dobrin's account	1229.
Building lot account	1116.
70. TOTAL receipts	$ 17,759.00
71. TOTAL balance and receipts	$ 17,760.00

EXPENDITURES
(Make entries in terms of dollars only; omit cents)

OPERATING EXPENSES:	
72. Salaries: Library staff	$ 8,252.00
73. Salaries: Building staff	272.00
74. Books: (a) Adult[3] . . $	473.00
(b) Juvenile[3] .	
75. Periodicals:	
(a) Adult . . .	
(b) Juvenile . .	141.00
76. Binding and rebinding, repairing and mending[4]	418.00
77. Audio-visual materials (films, recordings, etc.)	
78. Rent	
79. Heat, light, power, water	1111.00
80. Insurance (all types)	
81. Other operating expenses	4335.00
82. TOTAL operating expenses	$
83. Transfers of funds for contract service .	
84. CAPITAL EXPENSES: BUILDINGS, SITES, ADDITIONS, ETC.	
85. GRAND TOTAL EXPENDITURES . . .	$ 17002.00
86. Balance on hand at end of fiscal year . .	$ 3
87. TOTAL expenditures and balances . .	$ 17003.00

[1] If petty cash receipts are turned into the treasury of the appropriating unit, state amount collected here but omit in table . . . . . $ 683.00

[2] If rental collection receipts are turned into the treasury of the appropriating unit, state amount collected here but omit in table . . . $.....

[3] Include amounts spent by the State from State funds for books furnished the local library.

[4] If the library operates a bindery, or repairing and mending department, give amount spent for salaries of bindery force last fiscal year $.....

REPORT OF PROGRESS

Include on a separate sheet any unusual increase in facilities or special development in any line.

DATE ..... SIGNATURE .....

Title of officer reporting .....

U. S. GOVERNMENT PRINTING OFFICE: 1955—O—345875

For sale by the Superintendent of Documents, U. S. Government Printing Office, Washington 25, D. C.

The Commonwealth of Massachusetts
Department of Education
Division of Public Libraries
200 Newbury Street, Boston 16

May 8, 1952

Mrs. Robert Morgan
Wayland
Massachusetts

Dear Mrs. Morgan:

It was nice to hear from you this week and to learn that you are considering the possibilities of a record lending collection in Wayland. It seems like a natural community for such an undertaking and I can assure you similar projects in other towns and cities have been very successful and well received.

Enclosed is a list of communities, with the 1950 Federal Census population figures, which have indicated on the annual report form submitted to this Division that the library has a lending collection of records. You will note that I have included communities considerable above Wayland's population norm.

Sincerely yours,

Genevieve B. Galick

Genevieve Boisclair Galick
(Mrs. George J. Galick)
Library Adviser

G:D

WAYLAND FREE PUBLIC LIBRARY
WAYLAND, MASSACHUSETTS

December 10, 1952.

Miss Helen Heiger
Somerset Street
Boston, Mass.

Dear Miss Heiger:

In behalf of the Trustees of the Wayland Public Library I want to thank you for the photograph you have given (thru Miss Heard) ~~to be~~ in memory of Mrs Heard and of your father.

We are all so fond of Wayland and its traditions, it is gratifying to have pictures of the old days to pass down to those who can not remember the old Inn and other landmarks. Please excuse my delay in writing - it has been a very busy season.

With many thanks,

Yours Sincerely
Helen C. Morgan
Sec. to Trustees

(Mrs Charles T. Morgan)

THE FRIENDS OF THE WAYLAND LIBRARY

Wayland, Massachusetts

November 5, 1947

Mrs. Jean Poindexter Colby
Houghton Mifflin Company
2 Park Street
Boston 7. Massachusetts

Dear Mrs. Colby:

Many thanks for your letter telling us that you will be pleased to participate in our Children's Book Fair to be held in the Wayland Library on November 21-23. Your allowance of a discount of 25% with the privilege of returning all or part of the exhibit in good condition is quite satisfactory to us. Won't you send your exhibit - from 25 to 40 titles of your choice from the pre-school to early high school group - in care of Miss Frances Abbott, Librarian, Wayland Public Library, Wayland, Massachusetts.

A number of children's publishers have indicated they would like to take part in our Fair. We appreciate your co-operation and feel that whatever success we have will be attributable to the excellent books that we shall have on display.

Sincerely yours

(Mr) Newbury LeB. Morse
Chairman, Friends of the Wayland Library

Winthrop Road
Wayland, Massachusetts